

# Norwalk Easter Public Library

Subject: Rules of Conduct Policy

Section: Relationships, Rights & Responsibilities

## Board

Approved: October 2005

Last Revision: March 2015

Next Review: March 2017

## RULES OF CONDUCT POLICY

The Norwalk Easter Public Library Board wants its library to be a place where the staff and the public feel and are safe and secure. A public library is a place for activities such as individual reading, research, and study; thus an individual's behavior in the library should be consistent with normal library usage.

The Library Board authorizes the staff to prepare guidelines for behavior within the library and to enforce the guidelines. The guidelines will include the possibility of temporary or permanent removal of library users who are disruptive or dangerous. Additionally, the Library Board authorizes the staff to put into place procedures to protect library patrons such as children or others unable to care for themselves. If a library user wants to appeal a staff decision, the Library Board will hear such appeals.

Library staff members should not hesitate to call for police assistance if they feel there is an imminent danger to patrons, staff, or facilities.

The library enforces the following rules of conduct to ensure the rights and safety of its customers and personnel and to protect its materials, equipment, building, and grounds.

### Library Rules & Guidelines

*Persons in the library or on library property may not:*

- Engage in any behavior or activity that endangers the health or safety of others
- Violate library policies or engage in illegal activities
- Interfere with another person's use of the library or with library personnel's performance of their duties
- Misuse, damage, or steal library property or the property of others
- Carry a weapon
- Possess, consume, or be under the influence of an intoxicant or illegal substance
- Use tobacco products
- Engage in lewd or inappropriate behavior

- Leave children under the age of eight unsupervised
- Consume food or beverages except in designated areas (i.e. meeting room, study rooms, etc.)
- Use unauthorized entrances and exits or enter nonpublic areas
- Use skateboards, rollerblades, sleds, or other sports equipment
- Bring animals into the building (service animals or those involved in a library program are permitted).
- Conduct surveys, petition, solicit, or engage in commercial activities except for authorized library purposes
- Interview, photograph, or audio/video tape except at library sponsored events or unless authorized by library personnel
- Enter the building without appropriate attire (i.e. shirt, shoes, etc.)
- Loiter
- Store personal items in the building

Additionally, patrons should be aware:

- Library users are responsible for compliance with copyright law.

If the offense is serious or frequent, the Library will enforce its rules by asking the individual(s) to leave the library, by declaring that the individual/s may not trespass on library property or if there is an immediate threat, by calling the police.

Adopted by the Norwalk Easter Public Library Board of Trustees October 10, 2005

Revised February 16, 2009

Revised April 8, 2013

Revised March 9, 2015